

Job Title: Cafeteria Monitor

Wage/Hour Status: Non Exempt

Reports To: Principal

Pay Grade: Auxiliary - 1

Dept./School: Assigned Campus

Revised: 4/26/2024

Primary Purpose:

The role of the cafeteria monitor is maintain order and discipline in the cafeteria while providing an environment that is safe and enjoyable for the children.

Qualifications:

Education/Certification:

- High school diploma or equivalency

Special Knowledge/Skills:

- Ability to work with children

Performance Responsibilities and Duties:

- Support board and administrative policies and decisions.
- Maintain professional work environment through a positive attitude, punctuality, regular attendance,
- phone etiquette, and personal appearance.

General

- Monitor students while they eat lunch each day.
- Organize students into orderly lines for purchasing food and direct them to assigned tables.
- Assist students to develop and observe proper dining habits both in terms of etiquette and nutrition.
- Organize students for orderly disposal of garbage, trays and utensils.
- Distribute ketchup, mayo,& mustard to students at their table.

- Circulate among tables to help children resolve minor problems during mealtime.
- Inform attending teacher of any serious problems.
- Supervise students as they move in and out of cafeteria.
- Assist with distribution/return of tickets.

Other

- Maintain confidentiality.
- Perform other duties as assigned by the principal/designee.
- Additional duties:

Supervisory Responsibilities: Students

Mental Demands: Work with frequent interruptions & maintain emotional control

PHYSICAL DEMANDS:

- Ability to stand and walk for prolonged period of time
- Lift and carry up to 45 pounds
- Ability to climb, stoop, balance, & kneel,
- Hear well, speak clearly, distinguish colors, & visual acuity

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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